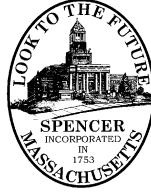


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held October 2, 2013

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David R. O'Coin
Norman Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Jill Gallagher, Jr. Clerk

Others: Resident at 74 Cherry Street
Resident at 17 Bell Street

Meeting was called to order at 5:10 P.M.

Read and accepted minutes for September 4, 2013

Reviewed invoices & signed vouchers

Sign monthly commitment

Signed quarterly commitment

74 Cherry Street: Tenant agreed to get letter from property owner allowing the water bills to be sent to the tenant. Robert made motion, David seconded, Norman in favor to make partial payment agreement with tenant.

17 Bell Street: Water Commissioners reviewed residents' water bills and payments. David made motion, Norman seconded, Robert in favor to make partial payment agreement. Norman made motion to waive all late fees. David seconded and Robert in favor. Water department will be making an appointment to check if there's a leak.

80 Maple Street: Water Commissioners reviewed letter from resident requesting late fees be waived. Commissioners reviewed payment history. Robert motioned to waive \$60.00 late fee this time only. Norman seconded and David in favor. The Commissioners requested the Superintendent to send a letter to explain the late fee waived this time only.

25 Pearl Street: Water Commissioners reviewed hardship letter and payment history. David motioned to allow 30 days to pay bill otherwise water will be terminated. Norman seconded and Robert in favor.

35 Church Street: Water Commissioners reviewed Doctor's letter from resident. David motioned to make a partial payment agreement with resident. Norman seconded and Robert in favor.

53 Cherry Street: Water Commissioners reviewed hardship letter and payment history from resident. David made a motion to give 30 days to pay balance in full or terminate water. Norman seconded and Robert in favor.

27 Church Street: Water Commissioners reviewed hardship letter dated September 4, 2013. Water Commissioners waived the late fees and owner made payment on 9/16/13. Clerk called to have owner meet with Commissioners as requested at the last meeting. Resident stated that would not be necessary as she intends to pay in full by 10/4/13. Dave motioned, Norman seconded and Robert in favor to proceed with termination if not paid by that date.

67 Chestnut Street: Water Commissioners reviewed email from resident. Dave motioned to waive \$60 on/off fee one time only, Norman seconded and Robert in favor.

15 Smithville Road: Water Commissioners reviewed payment history. Robert motioned to make partial payment agreement with resident, Norman seconded and David in favor.

Moose Hill Water Commission:

Water Commissioners reviewed letter from Town of Leicester Moose Hill Water Commissioners dated September 5, 2013. The letter asked to see if the Towns of Spencer and Charlton would be interested or at least be open to discuss developing a Regional Water Resource at the Moose Hill Reservoir site in Leicester. The Water Commissioners did not see the benefit. David, Norman and Robert mentioned the possibility of the Town of Spencer selling water, but did not want to fund the study. The Water Commissioners requested the Superintendent to reply in writing regarding this discussion.

Mass DEP Inspection:

The Water Commissioners and Superintendent discussed that the Mass DEP inspection went to all the facilities, and the findings were minor. One housekeeping item mentioned was the need to dredge out the filter backwash pit. Superintendent said we will have to look into what they have to do to get rid of it.

Late Fees:

Water Commissioners reviewed the current late fee policy. The current penalty fee is \$15.00. The Superintendent will look into the requirement regarding late fee changes to see if a public hearing is necessary. Dave motioned, Norman seconded and Robert in favor that if a public hearing is necessary, to have it at next Water Commissioners meeting.

Water Termination Policy:

Water Commissioners reviewed Water Department Termination Policy effective December 5, 2012. Dave made a motion, Robert seconded and Norman in favor to change item #1 to "Water Customers will be subject to termination when balance is past due". Water Customers will be notified 30 days in advance of termination only. Norman motioned, Robert seconded and Dave in favor to insert changes into water bills.

Maple Street School:

Water Commissioners discussed Maple Street School water bill. Robert stated the water bill no longer goes to the School and should be sent to the Town Administrators office.

November Water Commissioners Meeting:

Water Commissioners requested Sr. clerk present at next meeting to discuss reviewing bills to include a better presentation of account history.

Public Meeting Adjourned at 7:10 PM, motion by Norman, seconded by Dave, and in favor, Robert.